

Appendix B
B1. Meeting Room Application

Application for Use of Meeting Room

Please complete this form and return to the check-out desk.

Today's Date: _____

Name of organization: _____

Person reserving room: _____

Address: _____

Phone: _____

Date and time of meeting: _____

Estimated attendance at the meeting: _____

Meeting room to be used for: _____

Meeting rooms are available during the Library's regularly scheduled hours.

Appendix B
B2. Volunteer Application Form

Volunteer Application Form

Name _____

Address _____

Phone _____

_____ Summer Reading volunteer

_____ Other

Work & Volunteer Experience:

Days and Times Available:

Volunteer jobs we may ask you to do (please check your preferences):

_____ Reading shelves

_____ Shelving books/straightening shelves

_____ Processing books

_____ Cleaning or yard work (dusting shelves, raking leaves, etc.)

Can you type? __Yes __No

Computer experience __Yes __No

FOR OFFICE USE:

Today's Date

Date Began

Date Complete

Appendix B
B3. Accident/Incident Report

Accident/Incident Report

Please complete and give to the library director whenever an accident/incident occurs. Each staff member involved in this situation should complete a separate form.

Today's Date: _____

Staff Name: _____

Person's name, address and phone number:

Date and time of accident/incident: _____

Location: _____

Witnesses:

Name, address and phone number: _____

Who was notified: (family member, police, rescue unit, etc.):

Please write a clear and complete description of what happened on a separate sheet of paper, including a diagram of where it happened (inside or outside of the building, etc.) Include any factors that you think may have contributed to the event. Attach that sheet to this initial report.

Appendix B

B4. Request for Reconsideration of Library Material

Request for Reconsideration of Library Material

Date_____

Name_____

Address_____

Phone number_____

Complainant Represents (please circle)

Self

Group/Organization

(Please list name of group)_____

Please circle type of material

Book

Periodical

DVD

CD

Other_____

Title_____

Author_____

Date of publication_____

Nature of complaint:

Crete Public Library Board Agenda
Library Meeting Room

The Library has posted a copy of the open meetings act, laws of the state of Nebraska, by the door in the small, downstairs meeting room.

Items on the agenda may be considered out of order.

1. Roll Call:
2. Reports:
 - a. Approval of Minutes
 - b. Regular Budget
 - c. Approval of bills as presented
3. Friends of the Library:
4. Director
5. Communications:
6. Personnel:
7. Building and equipment concerns:
8. State Reports & Programs:
9. Calendar Events:
10. Miscellaneous &/or New Business: